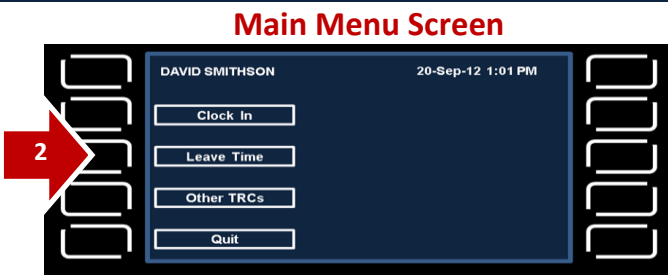


Self-Service Time and Attendance Time Collection Device (TCD):

RECORDING LEAVE TIME INSTRUCTIONS

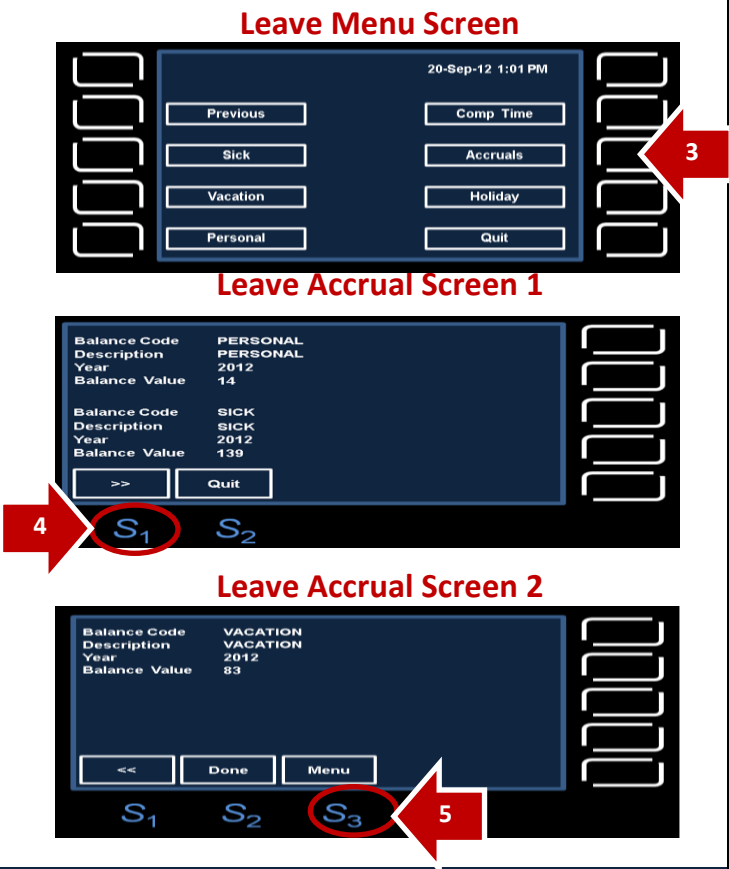
Log into the TCD (Be considerate of others don't record leave at high use times.)

- 1
- Swipe your TCD badge.
- 2
- On the Main Menu screen, select the 'Leave Time' option by pressing the button directly to the left.



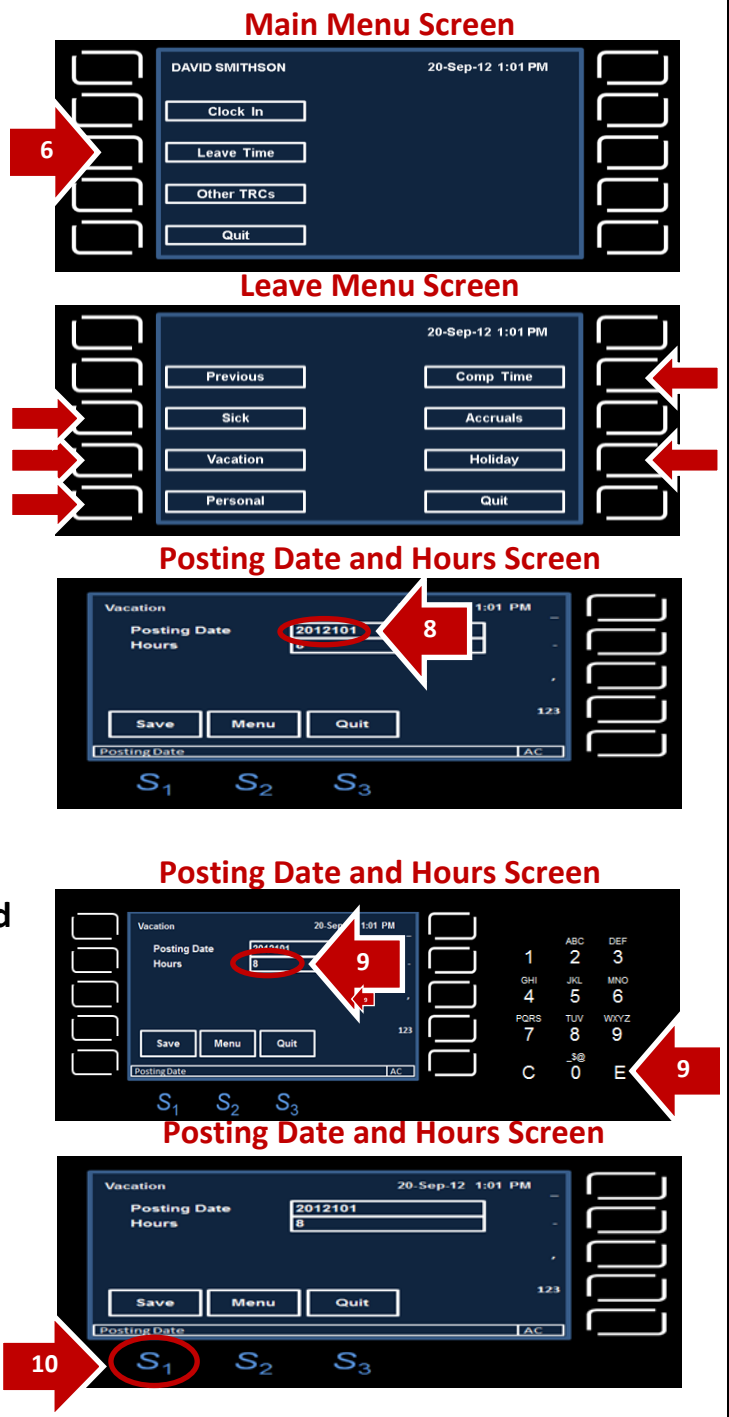
Review Leave Accruals Prior to Selecting Type of Leave

- 3
- On the Leave Menu screen, select the 'Accruals' option by pressing the button directly to the right.
- 4
- Scroll through your balance by pressing the 'S<sub>1</sub>' button. Your available leave balance will be shown in hours.
- 5
- Return to the Main Menu by pressing the 'S<sub>3</sub>' button directly under the 'Menu' button.



Select Type of Leave & Enter Posting Date and Hours

- 6
- On the Main Menu page, select the 'Leave Time' option by pressing the button directly to the left.
- 7
- Select the type of leave you would like to take: 'Sick', 'Vacation', 'Personal', 'Comp Time', or 'Holiday', by pressing the correct button.
- 8
- Enter the correct date in the Posting Date field.  
(Note: The Date must be entered in YYYYMMDD format. Do not enter slashes or dashes. For example: November 2, 2012 should be entered as 20121102)
- 9
- Press the 'E' button on the key pad to move the cursor to the hours field and enter the number of hours of leave time you are taking.
- 10
- Select 'Save' by pressing the 'S<sub>1</sub>' button. The TCD will automatically end your session and return to the original log in screen.



If you have any questions or need to make corrections to the time you entered contact your supervisor.

Good job – You're done!